



Human Resources Newsletter

January 2002 News

What's New, What's Hot

- District 02 will join District 62 in DOTD's pilot Positive Discipline Program. District 02 employees will be trained prior to implementation.

Special Events

- January 9th - CS Commission Hearing & New Hire Orientation for HQ Employees
- January 10th - Special SCHR meeting relative to Eng. Tech. Job Study
- January 16th - 360-Degree Feedback Orientation (HQ Auditorium, 9:00 a.m.)

HR Unit Updates

Compensation Unit

- ET Job Study: New jobs/pay grades still pending approval by Governor.
- Other studies recently submitted to CS for review: **Attorney, Real Estate, Environmental Impact and Compliance Programs** series.

Benefits Unit

- Retirement Workshops were conducted in each district during 2001 for personnel nearing retirement eligibility. If interested in having another workshop conducted in your area during 2002, contact Paula Berwick (225) 379-1229 or pberwick@dotd.state.la.us.
- District Administrators/Section Heads are reminded to notify HQ HR when the sick leave balances of employees on Workers' Compensation are reduced to 100 hours.
- Family Leave Facts Sheets are available to interested individuals. Contact Dee Everett (225) 379-1239 or deverett@dotd.state.la.us.

Operations Unit

- To be considered for DOTD promotional opportunities to GS-15 and above, all applicants must apply to HQ Human Resources. If you apply only to the Department of Civil Service, you cannot be considered for promotion.
- DOTD will no longer distribute copies of Civil Service Special. Announcements issued by the Examining Division. The Special Announcement web page will be posted for some time on the Civil Service Job Search site at <http://www.dscs.state.la.us/jobs.nsf> on the same bi-weekly schedule.
- In accordance with Civil Service rule 7.4(d), an applicant who is admitted to a continuously open Civil Service written test series, may test up to three (3) times for the same test series in a twelve month period provided at least four weeks have elapsed from the date of last examination. The applicant's official grade shall be the most recent examination score.